

Welcome Aboard!

**“Support Our Marines. Be Part of the
Team”**



Introduction

Why you are here today

- ✓ Enter you on duty
- ✓ Administer OATH OF OFFICE
- ✓ Provide you important information to get you started in your new position



Introduction

Welcome to the Marine Corps Air Ground Combat Center at Twentynine Palms, California.

The United States Marine Corps has a civilian workforce totaling more than 30,000 employees. Some of our jobs are unique, but the majority of our positions are similar to those in other larger organizations. Our work environment, however, is unique. As a Civilian Marine, you work side by side with the very best. As you move up in your career, you can expect to be entrusted with unparalleled responsibility, including the opportunity to supervise uniformed personnel. Our goal is to be the employer of choice for civilians seeking challenging and rewarding careers.



Our website address is: www.29palms.usmc.mil/base/hro

LARGEST MARINE CORPS TRAINING BASE

- Over approximately 930 Square Miles

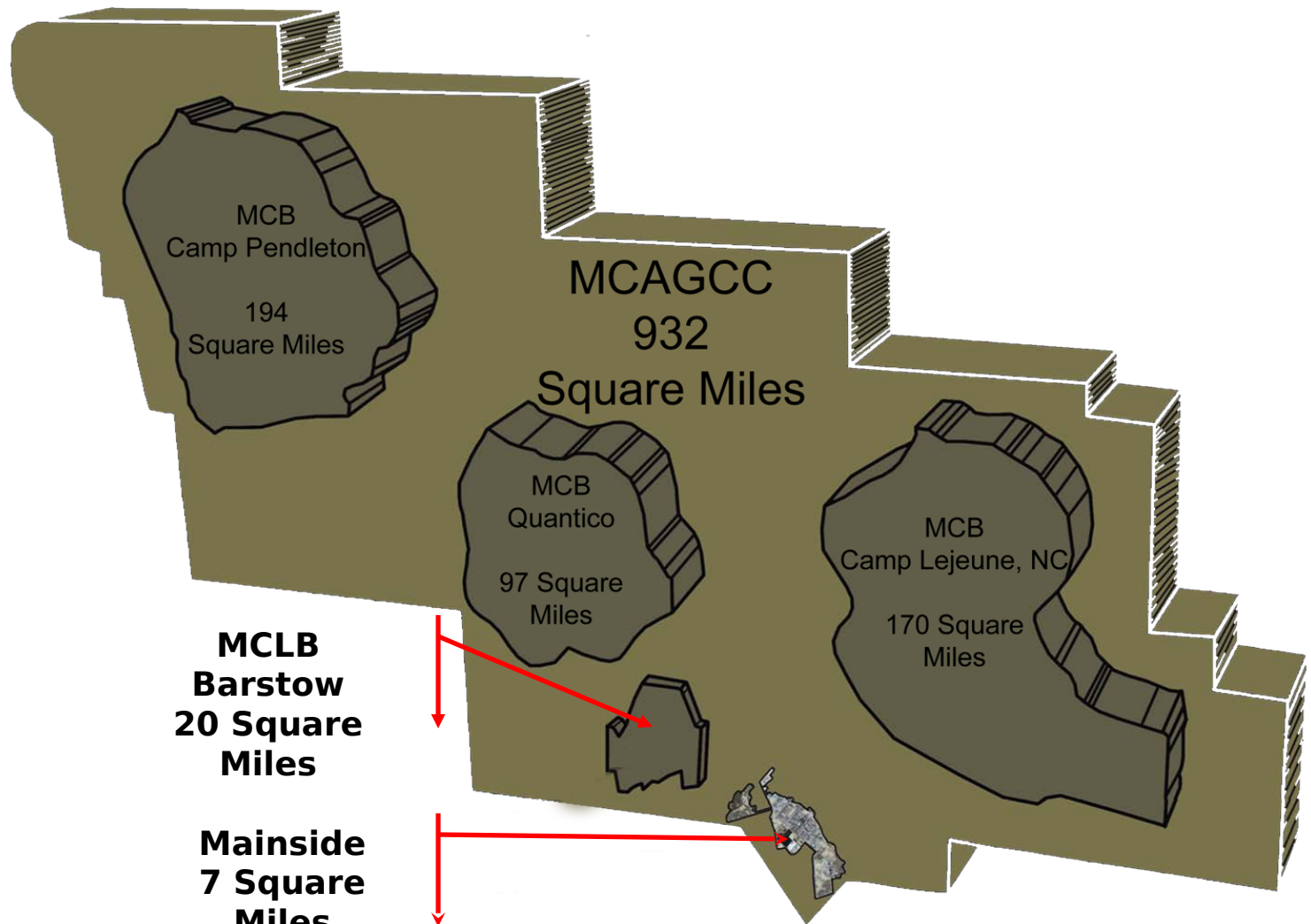
FACTS

- Trained WWII Glider pilots for the invasion of Europe
- Navy utilized as a Gunnery Range
- Marines took over from Army/Navy in 1952, base officially commissioned in 1957.
- First Combined Arms Exercise was conducted in October 1975
- Marine Corps Air Ground Combat Center - 1979
- Multiple television shows have been filmed here

Premier Training Facility

- Integrated Training Exercise (ITX)
- C&E Schools, Largest School in USMC





COLORS

- Every morning at 0800
- Sunset
- Every night at 2200



Ethical Conduct Standards

- Public service is a public trust.
- Shall not hold financial interests that conflict.
- Shall not engage in financial transactions to further any private interest.
- Shall not accept gifts.
- Shall put forth honest effort.
- Shall make no unauthorized promises.
- Shall not use public office for gain.
- Shall act impartially.
- Shall not engage in outside employment that conflict.
- Shall disclose waste, fraud, and abuse.
- Shall satisfy obligations as citizens in good faith.
- Adhere to all laws that provide equal opportunity for all.
- Shall endeavor to avoid actions that appear to violate the law or ethical standards.



Complete Standards of Conduct for Department of
Defense Personnel form

Equal Employment Opportunity

- To provide equality of opportunity and treatment of all personnel regardless of race, color, religion, national origin, sex, age, or non-disqualifying disability.
- Enables personnel to seek and achieve their highest potential and utilize their respective capabilities in reaching maximum career development.
- EEO incidents must be reported within 45 days



Point of Contact: Angie Cheek 830-7370

Discrimination Factors

- Age
- Disability
- Genetic Information Nondiscrimination Act of 2008 (GINA)
- National Origin
- Race/Color
- Religion
- Reprisals
- Sex/Sexual Harassment



SAPR

Sexual Assault Prevention

- Sexual Assault Prevention and Response Points of Contact
- 24/7 Installation Helpline: 760-799-0273
- 24/7 SARC Number: 760-401-0701
- MAGTFTC, MCAGCC Webpage
- MCCS MCAGCC Webpage
- www.SafeHelpline.org, Call 1-877-995-5247 or Text *55-247
- EEO/Sexual Harassment Reports – Angie Cheek 760-830-7370
- Civilian Employee Assistance Program (CEAP) – Angela Dumdrie 760-830-7281



Type of Appointments

- Career-Conditional – A person employed in the competitive service for other than temporary, term, or indefinite employment. Employee must serve 3 years of substantially continuous creditable service.
- Career – Appointment that confer permanent status. Completing 3 years of continuous satisfactory federal service in a competitive, permanent position as a career-conditional employee
- Term – Appointment is expected to last for more than 1 year but no more than 4 years where the need for an employee's service is not permanent.
- Temporary – Appointments lasting 1 year or less.
- Excepted- VRA and Person with Disability appointments

-
- Full-Time, Part-Time, Rotating Shifts
 - Probationary Period – all new to civil service 1 year
 - Trial Period – Excepted service employees are required to serve 2 years trial period.
 - Supervisory Probationary Period – all new federal supervisors serve 1 year probation



Within-Grade Increases

GS positions waiting period is:

- 52 weeks between steps 2, 3, & 4;
- 104 weeks between steps 5, 6 & 7
- 156 weeks between steps 8, 9, & 10

Wage Grade waiting period is:

- 26 weeks to reach step 2
- 78 weeks to reach step 3
- 104 weeks to reach step 4 & 5.

Both GS and WG - Performance must be satisfactory for within grade increases!



Position Descriptions (PD)

- Your package should have a copy of your position description.
- Supervisors have full authority to assign duties.



Leave and Earning Statement (LES)

www.mypay.gov

- General Pay Data
- Current Earnings
- Deductions
- Leave Balance
- Remarks

It is the **Employee's Responsibility** to review the information presented on each LES for correctness, to notify Payroll Office or Human Resources of errors, and retain the LES for record purposes.



Leave

Annual Leave:

- Up to 3 years - (4 hrs-pay period)
- 3 – 15 years - (6 hrs-pay period)
- Over 15 years - (8 hrs pay period)
- Based on 40 hour work weeks. (Firefighters and employees who are not fulltime accrue differently) Maximum carry over is 240 hours. Obtain leave requests (SF-71) forms and/process from supervisor.

Sick Leave:

- 4 hours per pay period (based on 40 hour work week).
- Can be used for illness, pregnancy, doctor/dental/eye appointments.
- There is no limit on amount that can be accumulated/carried over. Non-emergency medical appointments must be scheduled in advance and scheduled early/late in the day if possible.



Observed Federal Holidays:

New Year's Day, Martin Luther King's, Presidents' Day,

Leave Continued

Retired Military: Your military campaign time may count towards accruing annual leave. Form SF-813, can be completed for verification of time that may be creditable.

Prior Active Duty Military (not Retired): Under honorable and general discharges, active duty service time will count toward your SCD for accruing annual leave.

Military Deposit (Military Buy Back): If you have active duty military service, your military service can be credited toward your civilian retirement. Your military deposit must be paid in full prior to retirement from your civilian job.

If you are retired military and elect to combine military and civilian pay, you **MUST** waive your retired pay (prior to retirement from your civilian job) in addition to making the deposit.



Drug-Free Workplace Program

All Employees :

- Condition of employment is to refrain from using illegal drugs on or off duty. There may be reasonable suspicion testing for any employee.
- Refer to drug free memorandum signed in your new hire paperwork.

Test Designated Positions (TDP):

- Employees in a designated testing positions are subject to random drug testing on a recurring basis and must complete drug testing form memorandum.



Worker's Compensation

What should an employee do when injured at work?

Every job related injury, regardless of how minor, should be reported as soon as possible to your supervisor.

File Written Notice – Form CA-1 or CA-2 which you may obtain from your supervisor or the Human Resources Office. Submit form as soon as possible.



Point of Contact: Bev Steffins 830-4723

Benefits



Employee Benefits

The Department of the Navy offers a broad array of benefits programs to meet your needs and those of your family. To learn more about each program, visit <https://www.civilianbenefits.hroc.navy.mil/>. As a new employee you will need to set-up an account and make elections within the prescribed timeframes listed below.

- FEGLI (Life Insurance) – Basic coverage is automatic; you have 60 days to elect optional coverage from your entry on duty date (EOD) or waive coverage at any time
- FEHB (Health Insurance) – 60 days from EOD
- Dental and Vision – 60 days from EOD (BENEFEDS)
- FSA (Flexible Spending Account) – 60 days from EOD (or by October 1, whichever is earlier)
- Long Term Care – 60 days from EOD (for abbreviated underwriting)
- TSP (Thrift Savings Plan) – Automatically contribute 3% of basic pay, can change or cancel at any time
- Beneficiaries can be changed any time on EBIS, forms are available at <http://www.29palms.marines.mil/Offices/CivilianHumanResources/Benefits/DesignationofBeneficiary.aspx>. You will need to designate beneficiaries, if you choose, for FEGLI, Unpaid Compensation, TSP, and FERS. It is not required to designate beneficiaries, the order of precedence will be followed if beneficiaries are not designated.



You can compare plans at www.opm.gov/insure. Online web based seminars are available at the following link

<http://www.public.navy.mil/donhr/Benefits/Pages/eSeminars.aspx>

INSURANCE VIDEO

www.opm.gov/newemployeeinsurance



FERS and FERS (FRAE)

- FERS (Federal Employee Retirement System). This system generally covers everyone hired from since January 1, 1984 to December 31, 2012. Federal retirement consists FERS basic annuity, Thrift Savings Plan, and Social Security.
- FERS FRAE (Federal Employees Retirement System - Revised Annuity Employees). January 1, 2014 through current. Public law 112-96, Section 5001, the “Middle Class Tax Relief and Job Creation Act of 2012,” make significant changes to the Federal Employee’s Retirement Systems (FERS). First beginning in 2014, new employees (as designated in the statute) will have to pay significantly higher employee contributions, an increase of 2.3 percent of salary.



For All New Employees Hired on or after 1 Jan 2014 - Bipartisan Budget Act of 2013

Congress, under the Bipartisan Budget Act of 2013, increased the Federal Employees Retirement System (FERS) withholding for **new employees hired on/after 1 January 2014**. New employees will pay 1.3% more into their FERS; the guidance is still being modified so employees are paying in at the rate prior to 1 January 2014. Once guidance is provided employees will incur 1.3% debt for the period the old rate was in effect. Details regarding the collection of the debt will be shared with employees. Affected employees will see the remark on the SF-50s and in the electronic onboarding package. Employees who have questions on this should contact the Benefits Line at 888-320-2917. The TTY number is 866-328-9889 and you may send an email to navybenefits@navy.mil be sure to include your full name, pay plan, grade, contact telephone number, and the best time to call DO NOT include Social or birthday since this information is protected under the Privacy Act.



A Benefits Officer message about retirement contributions for employees hired after 12-31-2013 is available at

<http://www.public.navy.mil/donhr/Benefits/resources/Documents/01-10-2014%20FERS%20Retirement%20Contributions%20for%20New%20Hires.pdf>

Who do I call if I have
questions about
benefits?

Call *The Benefits Line* at
1-888-320-2917.

Press 4 to speak to a
Customer Service Representative.

Monday through Friday
7:30 a.m. and 7:30 p.m. (Eastern Time)
Except Federal Holidays



MCAGCC/MAGTFTC Programs and Information



Department of the Navy Civilian Employee Assistance Program

- Get help with:
 - Legal issues
 - Depression/Stress/Grief
 - Drinking/Drugs
 - Taxes
 - Financial Issues
 - Identity Theft
 - Parenting/Adult Care/Childcare, etc.
- Confidential and free 24 hour assistance
- (844) 366-2327 (844 DoN CEAP)
- Website: DONCEAP.foh.hhs.gov



POC June Foster 830-7295

Transportation Incentive Program (TIP)

- To enroll in the program contact G-4, Aisha Pacheco 760-830-7634.
- Enterprise: 1-800-VAN-4-WORK
Website: <http://www.vanpool.com>
- VPSI 1-800-VAN-RIDE
Website: www.VANRIDE.com



Civilian Fitness Program

- CCO 12000.8
- Complete Civilian Fitness Program Form CCO 12000.8A
- Requires Supervisor approval, work load permitted.
- Granted up to 3 hours per week. This time includes workout, shower, grooming, and return to the worksite.
- Application has to be submitted to the Human Resources Office. If you start the Civilian Fitness Program without turning in a application Payroll will code as Annual Leave.



Point of Contact(s): Gina Sanchez – 760-830-7704

Susan Miller – 760-830-4533

Facilities

The following facilities are available for use by Civilian employees:

- Athletic Fields
- Arts & Crafts
- Skeet/Archery Range
- Gymnasiums
- Wood Hobby Shop
- Stables (Boarding Only)
- Youth Activities Center
- Fast Food Establishments
- Information, Tours & Travel (ITT)
- Library
- Bowling Center
- Fitness Center
- Swimming Pools
- Theater
- 7-Day Store
- Clubs
- Golf Course
- Auto Hobby Shop

NOTE: Current fees and charges are posted at facilities.

Civilian Employees Fees and Charges may be slightly higher than Military fees and charges.

Facilities that are NOT available to those without a Military ID Card:
Gas Station, Commissary, and Exchange/PX.



Check-In Procedures and Resources



Checking In

Items that **MUST** be completed today:

- Fingerprint cards to Security
- SF-85 to HRO
- SF-86 to Security Office
- State tax form to Payroll
- Federal tax forms to Payroll
- Direct Deposit form to Payroll

Once these items are complete, report to work location and check in with your supervisor.



CAC Card Requirements

- Contact the CDET Helpdesk at 888-435-8762 and provide the required information
- The Administration Officer in your work location will help you through this process.
 - Employee may be required to have a GS-13/14 or equivalent send an ENCRYPTED email to: CDET.Student_Support@usmc.mil with the following information:
 - First name, middle initial and last name
 - Full SSN
 - Birth Date – (MM/DD/YYYY)
 - Valid email address
 - Complete mailing address (include city, state, zip)
 - Work phone number
 - Home phone number
- Complete the online training at <https://www.marinenet.usmc.mil/marinenet/> after creating a username/password. The required CYBERC Curriculum is:
 - PII0090000 – Identifiable Information (PII) Annual Training
 - DODIA1000 – DOD Information Assurance Awareness
 - CYBERC
- Print the certificate, showing training has been passed.
- Complete DD Form 2875



Security

Base Driving Privileges

Admission to the Facility – Right to Deny Access

Authority of Military Police – Comply with Lawful order or Direction

Traffic Regulations – Accept Restriction and Regulations

Motor Vehicle Registration – Obtaining a Vehicle Decal

- Military or civilian DoD Identification Card
- Drivers License
- Vehicle Registration
- Proof of Insurance
- State Safety Inspection Sticker



Verification of Employment

- Employment verification: Have the company fax the request with your signature to below fax number or visit the website at www.theworknumber.com. The company code for DoD is 10365, provide SSN and pin (birthday mm/dd). A privacy cover sheet is required to fax PII.

Human Resources Office – Fax # : 760-830-6328

- Employment verification can also be completed at <http://www.donhr.navy.mil/> and Click on My Biz Link



Report to your Supervisor for information on:

- Work schedule
- Recording your attendance
- Lunch Breaks
- Grooming and dress standards
- Time sheet





USMC RANK STRUCTURE

Officer



WARRANT
OFFICER
(W-1)



CHIEF
WARRANT
OFFICER 2
(CW02)



CHIEF
WARRANT
OFFICER 3
(CW03)



CHIEF
WARRANT
OFFICER 4
(CW04)



CHIEF
WARRANT
OFFICER 5
(CW05)



2NDLT
(O-1)



1STLT
(O-2)



CAPTAIN
(O-3)



MAJOR
(O-4)



LIEUTENANT
COLONEL
(O-5)



COLONEL
(O-6)



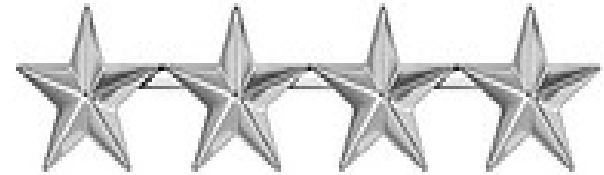
BRIGADIER
GENERAL
(O-7)



MAJOR
GENERAL
(O-8)



LIEUTENANT
GENERAL
(O-9)



GENERAL
(O-10)





USMC RANK STRUCTURE

ENLISTED



PRIVATE
(E-1)



PRIVATE
FIRST
CLASS
(E-2)



LANCE
CORPORAL
(E-3)



CORPORAL
(E-4)



SERGEANT
(E-5)



STAFF
SERGEANT
(E-6)



GUNNERY
SERGEANT
(E-7)



MASTER
SERGEANT
(E-8)



FIRST
SERGEANT
(E-8)



MASTER
GUNNERY
SERGEANT
(E-9)



SERGEANT
MAJOR
(E-9)



SERGEANT
MAJOR
OF THE
MARINE
CORPS
(E-9)



Important Numbers

- HRO Technicians
Gina: 830-7704
Susan: 830-4533
Jesse: 830-7696
- Payroll 830-5150
- DEERS 830-5365
- Benefits Line 888-320-2917 Option 4 For a Customer Service Rep



Go to

www.29palms.marines.mil/Offices/CivilianHumanResources.aspx

to obtain forms and general employee information

OATH OF OFFICE





Oath of Office

I [state your name] will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to



Congratulations
and
Welcome to
the Civilian
Marines!

